

GENERAL SERVICES ADMINISTRATION



Office of Finance and Administration

Washington 25, D.C.

APR 6 1964

IN REPLY REFER TO: BCBR

Mr. Lyman Kirkpatrick  
Comptroller, Central Intelligence Agency  
Washington, D. C.

Dear Mr. Kirkpatrick:

Responsibility for preparing budget estimates for allocation accounts is assigned to parent agencies by Section 9 (a) of Bureau of the Budget Circular A-11. Receiving agencies are responsible for furnishing to parent agencies all needed data. For use in preparing your 1966 budget estimates, we are planning to furnish project data in forms substantially the same as those used in connection with 1965 budget estimates. Estimates of expenditures will be furnished on an annual basis only unless you indicate in writing that you have different requirements.

The financial data which we will furnish will cover those projects for which funds have been transferred to General Services Administration prior to July 1, 1964. There is one financially active project for which funds have been transferred to GSA from appropriation 11X2300. This is the project for the construction of your headquarters building at Langley, Virginia.

Should your current programing or planning for 1965 and 1966 contemplate the transfer of funds to GSA for any new projects, please furnish us with descriptive outlines in detail sufficient to serve as the bases for estimating funding requirements.

We are planning to have the material for your 1966 budget estimates completed before August 15, 1964. To assist us in meeting this target date, please advise me prior to June 15, 1964, whether the arrangements outlined will satisfy your requirements.

Sincerely yours,

*William A. Butts*

William A. Butts  
Director, Budget Division

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Review of this document by CIA has  
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